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Title of Document: Shift Differential Policy

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Applicability: All DDSN State Employees

The language used in this policy does not create an employment contract between the employee and the Department of Disabilities and Special Needs (SCDDSN). SCDDSN reserves the right to revise the contents of this policy, in whole or in part.

PURPOSE

The purpose of this directive is to establish uniform procedures for the authorization and payment of Shift Differential.

DEFINITION

Shift Differential is authorized for employees in positions regularly assigned to an evening or night shift provided the majority of the hours worked during the shift are other than 8:00 a.m. to 5:00 p.m.

GENERAL POLICY

- a. Shift Differential is authorized for employees in positions regularly assigned to an evening or night shift provided the majority of the hours worked during the shift are other than 8:00 a.m. to 5:00 p.m.
- b. Shift Differential shall be paid to employees in the following classifications assigned to eligible positions at the rate indicated:

<u>Classification</u>	<u>Hourly Rate</u>
Registered Nurse I	\$ 1.25
LPN	\$.75
All Others*	\$.20

- c. Shift Differential shall not be authorized for positions in service areas not requiring twenty-four (24) hour daily coverage.
- d. Employees shall be paid Shift Differential only when working the specific shift for which a differential has been approved.

- e. Employee's salary shall be reduced by the amount of the Shift Differential when the position is reassigned to a shift for which a differential has not been approved or if the employee is removed from the position.
- f. Employees who are permanently assigned to an evening or night shift and receive Shift Differential pay will continue to receive that pay while in a leave with pay status.
- g. Shift Differentials for all classes require prior approval by the Office of Human Resources.
- h. Employees assigned to positions on a temporary basis of less than one pay period are not authorized Shift Differential pay.
- i. New hires and reassignment Shift Differential may only be started and stopped at the beginning or ending of a pay period.

PAYMENT COMPUTATION PROCEDURES

- a. Shift Differential shall be computed and paid at 1/24th of the authorized annual rate each pay period.
- b. For LWOP or termination during a pay period, Shift Differential would be paid at the base 1/24th less hours not worked.

Strict application of the above policies and procedures will provide a consistent Shift Differential policy throughout the Department.

* See Attachment

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